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MEMORANDUM FOR:

Chief, Personnel and Training Staff

Chief, Plans and Programs Staff

Chief, Procurement Management Staff

Chief, Security Staff

Chief, Logistics Services Division Chief, Printing Services Division

Whief, Procurement Division

Chief, Real Estate and Construction Division

Chief, Supply Division

SUBJECT

: Vital Records Program

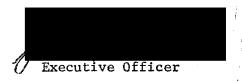
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REFERENCES

(a) LI 70-5, 5 July 1968

b) 14 December 1973

- 1. It is important that the Office of Logistics be able to perform its essential functions during the time of emergency. We must assure that out vital records are protected and available for immediate use in the event of warfare, fire, theft, sabotage, flood, or any other disaster.
- 2. You are requested to review and update the attached Vital Material Deposit Schedule and return it to this office by 1 May. In making your review, please bear in mind these records are of a current nature, that they must be kept current at all times, and are not in any way connected with completed records retired to the Records Center.
- 3. Vital records are to be <u>limited</u> to those records you consider to be absolutely essential for the continuance of our mission during emergency situations.



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